



**KNAUF**

# 可耐福 供应商门户

现有供应商的注册指南

Build on us.

**Build on us.**

# 可耐福供应商门户供应商注册指南

## 供应商平台的功能：

可耐福承诺实施新的供应商门户，将所有重要的采购功能整合在一起。这样可以优化采购流程以及与供应商的沟通，使其更加简单、直接和快捷。注册可耐福供应商门户后，您作为供应商将受益于更高的透明度、更大的自主权、更强的文件共享和更优化的实时通信功能。

您只需**根据邀请函中的链接**，按照本指南中的步骤**进行注册**即可。

如果您对注册流程有任何疑问，请**联系您的可耐福采购联系人**或发送电子邮件至 [supplier-portal@knauf.com](mailto:supplier-portal@knauf.com)

## 现有供应商的注册流程：

注册包括两个连续的步骤：

1. 公司注册（创建用户帐户和密码）
2. 通过调查问卷自助注册

这样，只需一个用户帐户即可使用稍后为您激活的所有功能和信息服务。

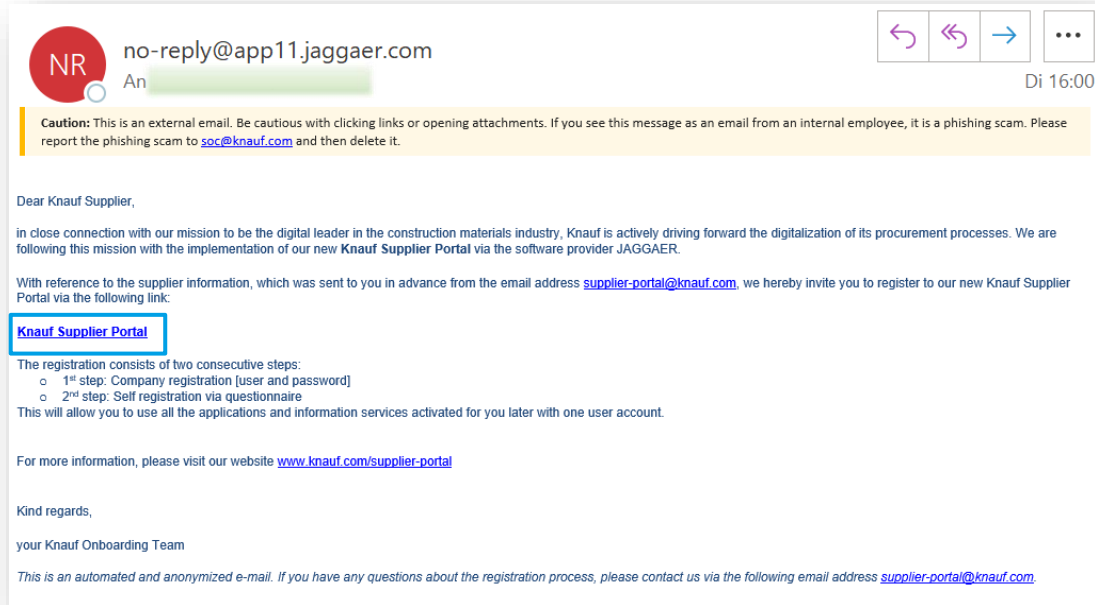
1

公司注册

# 第1步：打开电子邮件邀请函

作为供应商，您将收到一封来自 Jaggaer 的电子邮件，邀请您注册可耐福供应商门户。

点击链接后，您将跳转到供应商门户。

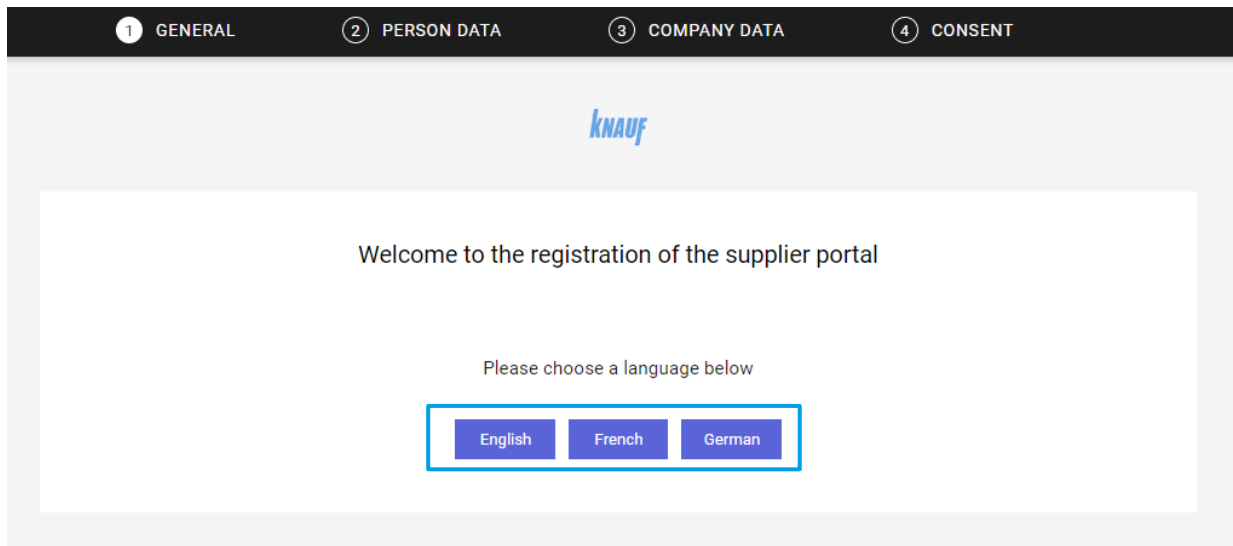


## 第2步：选择语言

请选择您喜欢的语言。

目前可使用以下语言：

- 英语
- 法语
- 德语
- 西班牙语
- 巴西葡萄牙语



The screenshot shows a registration progress bar at the top with four steps: 1 GENERAL, 2 PERSON DATA, 3 COMPANY DATA, and 4 CONSENT. Below the progress bar is the KNAUF logo. The main content area displays the text "Welcome to the registration of the supplier portal" and "Please choose a language below". At the bottom, there are three buttons labeled "English", "French", and "German", which are highlighted with a blue border.

## 第3步：输入个人数据

请输入您的个人数据。

有些信息已经预先填写。如果是，  
请验证数据的正确性。

点击“Continue”继续操作。

The screenshot shows a registration form for KNAUF, specifically the 'PERSON DATA' step. The form is titled 'CONTACT PERSON' and contains the following fields:

- Salutation:** A dropdown menu with 'Mr.' selected.
- First name\*:** A text input field containing 'Max'.
- Last name\*:** A text input field containing 'Mustermann'.
- Mobile:** A section with a '+' icon, a dropdown menu for 'Area', and a text input field for 'Number'.
- E-Mail\*:** A text input field with a light green background.

At the bottom of the form, there are two buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a blue border.

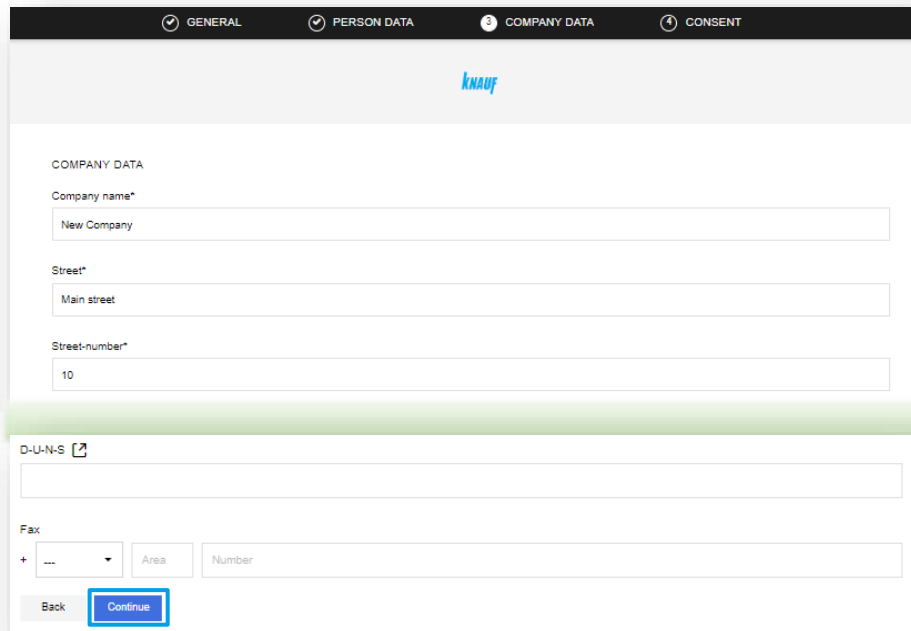
标有 \* 的字段为必填字段，其余为选填字段

## 第4步：输入您的公司数据

现在请输入您的公司数据。

大多数情况下，一些公司数据已经预先填写。在这种情况下，请验证数据。填写缺失的内容。

点击“Continue”进入下一步。



The screenshot shows a registration form with a progress bar at the top containing four steps: GENERAL (checked), PERSON DATA (checked), COMPANY DATA (active), and CONSENT (locked). The KNAUF logo is centered below the progress bar. The 'COMPANY DATA' section includes the following fields:

- COMPANY DATA
- Company name\* (text input with 'New Company' pre-filled)
- Street\* (text input with 'Main street' pre-filled)
- Street-number\* (text input with '10' pre-filled)
- D-U-N-S (text input with a help icon)
- Fax: A dropdown menu with '...' and 'Area' and 'Number' sub-inputs.

At the bottom, there are 'Back' and 'Continue' buttons. The 'Continue' button is highlighted with a blue border.

标有 \* 的字段为必填字段，其余为选填字段

## 第5步：供应商访问条款

1

请仔细阅读“供应商访问条款”并设置相应的复选标记。

2

您的简介在 JAGGAER 供应商网络中的可见性是可选的。

3

打勾后，点击“Accept and Submit”进入下一步。

GENERAL PERSON DATA COMPANY DATA 4 CONSENT

**KNAUF**

1  I agree and accept Supplier Access Terms.

To access and use JAGGAER as a supplier, you are required to accept the Supplier Access Terms.

2  I agree that JAGGAER will use the company and personal data entered in the course of the registration on the supplier portal of KNAUF in order to allow all customers of JAGGAER to find your organization via the JAGGAER Supplier Network. You may revoke your agreement and discontinue visibility in the JAGGAER Supplier Network at any time by updating the visibility setting in your company profile.

To make your profile visible in the JAGGAER Supplier Network for purposes of pursuing business transactions, please indicate your agreement below.

Back Accept and Submit 3

## 第6步：确认公司注册

完成公司注册后，我们会向您注册的电子邮件地址发送一封确认电子邮件。

取决于您..

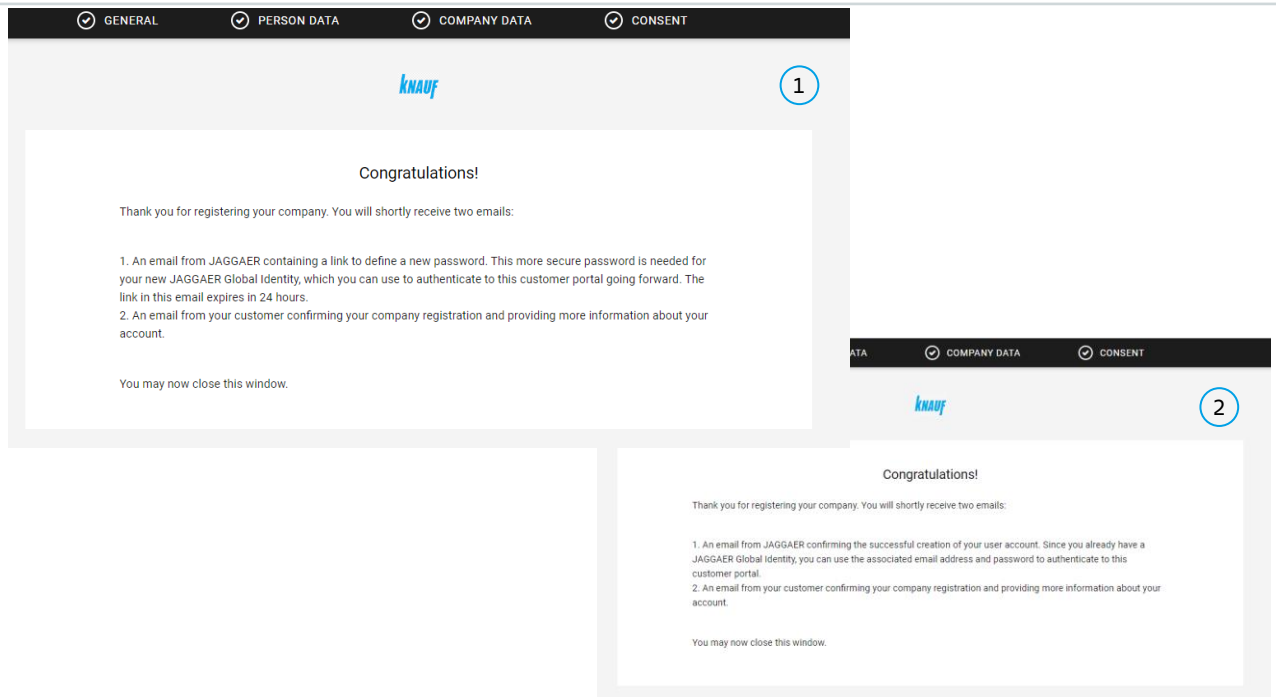
① 是否从未使用过 Jagger

② 或者是否与 Jagger 合作

..接下来的步骤有所相同。

您是新用户吗？ → 继续第7步。

您已有 Jagger 帐户？ → 转到第10步。



## 第7步：完成注册（Jaggaer 新用户）

1

首先，请设置密码。

2

通过此链接，您可以填写供应商调查问卷。请提前为您的用户帐户设置密码。

**From:** [no-reply@app11.jaggaer.com](mailto:no-reply@app11.jaggaer.com)

**To:** [REDACTED]

**Subject:** Knauf Supplier Portal: Step 1 of 2 completed

Dear Supplier,

You have successfully completed step 1 out of 2 of the registration process. To finalize the registration, please continue with step 2 that covers:

**Password set-up:**

To continue with the registration, please follow the link below and set a password.

1

[https://demo.app11.jaggaer.com/modules/portal/jintLogin/createJintSetPassword?reg\\_hash=fbeb745ebd2fc66b998e2ff3b57c3d2a07d7a4f34d766b66c86c1ae17497b6e8](https://demo.app11.jaggaer.com/modules/portal/jintLogin/createJintSetPassword?reg_hash=fbeb745ebd2fc66b998e2ff3b57c3d2a07d7a4f34d766b66c86c1ae17497b6e8)

**Supplier questionnaire:**

Once the password has been created, you can log in using the following link to complete step 2:

2

[https://demo.app11.jaggaer.com/portals/knauf/?pp\\_login=1&cid=57429https://demo.app11.jaggaer.com/modules/portal/jintLogin/createJintSetPassword?reg\\_hash=fbeb745ebd2fc66b998e2ff3b57c3d2a07d7a4f34d766b66c86c1ae17497b6e8](https://demo.app11.jaggaer.com/portals/knauf/?pp_login=1&cid=57429https://demo.app11.jaggaer.com/modules/portal/jintLogin/createJintSetPassword?reg_hash=fbeb745ebd2fc66b998e2ff3b57c3d2a07d7a4f34d766b66c86c1ae17497b6e8)

*Note: The second link above will also be used to log in to the Knauf Supplier Portal, once the registration is finished. Please store the link in your web browser favourites folder by clicking CTRL+D.*

Best regards,  
Knauf



## 第9步：确认密码

密码设置完成后，我们将向您的电子邮件发送确认信息。

### JAGGAER Global Identity Credentials



noreply@app.jaggaer.com

An



Di 23.08

**Caution:** This is an external email. Be cautious with clicking links or opening attachments. If you see this message as an email from an internal employee, it is a phishing scam. Please report the phishing scam to [soc@knauf.com](mailto:soc@knauf.com) and then delete it.

Dear User,

Your Global Identity credentials have been created on the JAGGAER Global Identity system.

You can now use your Global Identity credentials to log into this site.

Your Global Identity username is your email address: [REDACTED]

# 第10步：登录

1

现在可以使用注册的电子邮件地址和您选择的密码进行登录。

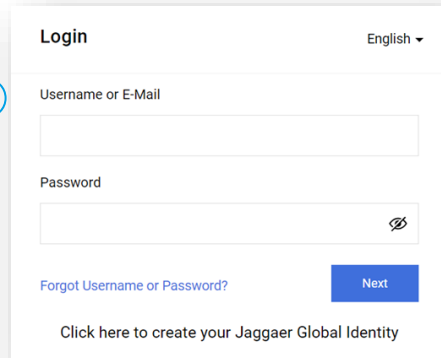
可以通过以下链接访问可耐福供应商门户：

<https://app11.jaggaer.com/portal/s/knauf/>

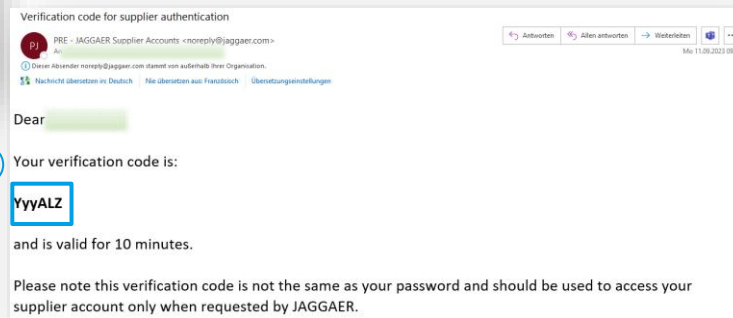
2

输入凭据后，还需要输入一个一次性验证码，该验证码会发送到您的电子邮件中。

1



2



2

自助注册

# 第11步：开始供应商自助注册

1

点击“Continue with the registration”旁边的方框，即可开始供应商自助注册。

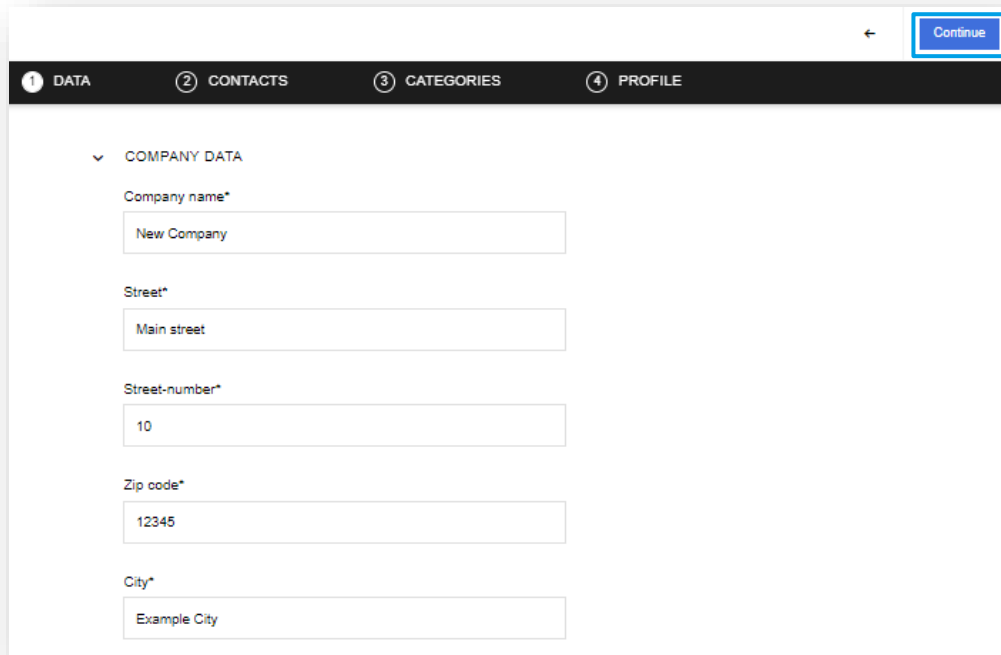
2

我们强烈建议贵公司至少再创建一个用户帐户。

The screenshot displays the Knauf Supplier Portal Dashboard. At the top, the Knauf logo is visible. Below it, the text reads "Supplier Portal Dashboard - Welcome,". A prominent red banner contains the message: "Your registration has not been finished yet. Continue with the registration" with a blue square icon and a circled "1" next to it. Below this, an orange banner states: "We kindly request that you create a backup user for your company's JAGGAER account. This additional user will be there in case the admin can't use the account anymore." with a blue square icon and a circled "2" next to it. The main content area is titled "General" and includes a "WELCOME!" section with an upward arrow. The text in this section reads: "Dear Knauf Supplier, in close connection with our mission to be the digital leader in the construction materials industry, Knauf is actively driving forward the digitalization of its procurement processes. We are following this mission with the implementation of our new Knauf Supplier Portal via the software provider JAGGAER. This will allow you to use all the applications and information services activated for you later with one user account. To ensure that we can all benefit from the advantages of the new Knauf Supplier Platform, your cooperation is essential. The business collaboration with our suppliers via our new supplier platform is completely free of charge for you and comes with many benefits. Kind regards, Knauf Procurement Organization". Below this is a "BLACKBOARD" section with an upward arrow, containing the text: "If you have any questions about the registration process, please get in contact with your designated Knauf contact person or send an e-mail to [supplier-portal@knauf.com](mailto:supplier-portal@knauf.com). For more information, please visit our website [www.knauf.com/en/supplier-portal](http://www.knauf.com/en/supplier-portal)".

## 第12步：审查公司数据

审查完公司数据后，点击“Continue”进入下一步。



The screenshot shows a web interface for reviewing company data. At the top right, there is a blue button labeled "Continue". Below it is a navigation bar with four steps: 1 DATA (active), 2 CONTACTS, 3 CATEGORIES, and 4 PROFILE. The main content area is titled "COMPANY DATA" and contains several input fields:

- Company name\*: New Company
- Street\*: Main street
- Street-number\*: 10
- Zip code\*: 12345
- City\*: Example City

## 第13步：编辑联系人 [1/2]

1

注册人自动列为联系人。要添加新的联系人，请点击右上角的剪影图标。

2

每个新添加的联系人都可以被赋予（强烈建议！）与完成注册的管理员相同的权限。

The screenshot displays the 'Registration - Contacts' interface. At the top, a navigation bar includes a user profile icon (circled with '1'), a 'Back' button, and a 'Continue' button. Below this, a menu bar shows 'DATA', 'CONTACTS', 'CATEGORIES', and 'PROFILE'. The main content area is titled 'Assigned Roles' and lists seven contact roles, each with an edit icon and the name 'Mustermann Max': Sales Contact, Quality Management Contact, Occupational Health & Safety (OHS) Contact, Claim Contact, Additional Important Contact, Product Contents & Substances Specialist, and Accounting Contact. To the right, a 'CONTACT PERSON' form is shown with fields for Salutation (Mr.), First name (Max), Last name (Mustermann), Mobile (with Area and Number sub-fields), and E-Mail (max@test.com). At the bottom of the form, there is a 'Portal Access' section with a toggle switch and a 'permissions\*' section with a checked checkbox for 'P99 Portal :: Admin' (circled with '2').

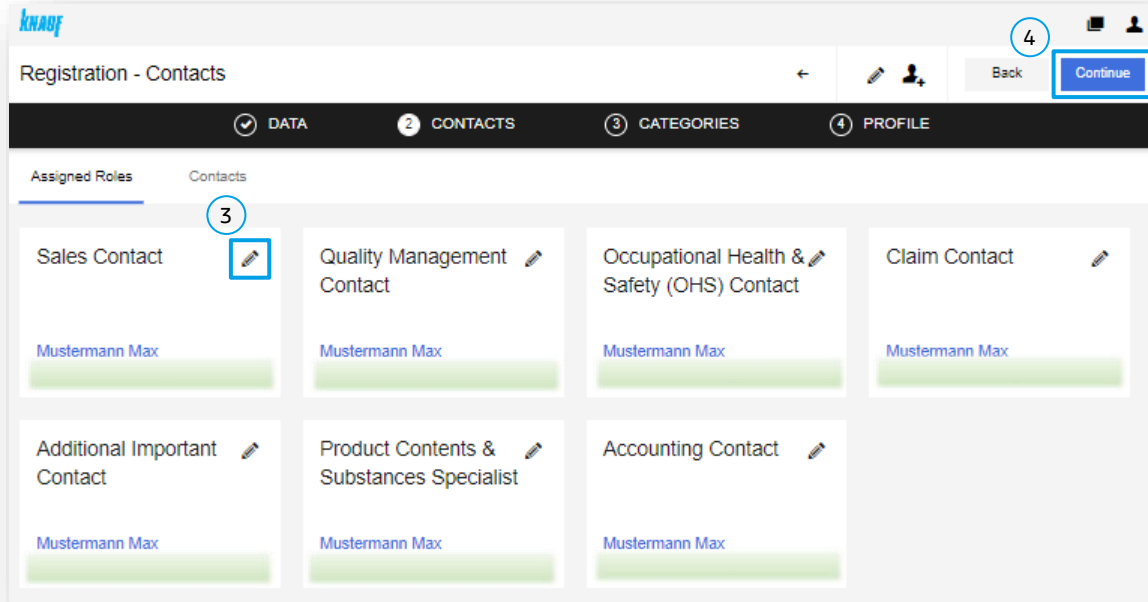
## 第13步：编辑联系人 [2/2]

3

添加新联系人后，可以将其分配到相应的角色。

4

添加联系人后，点击“Continue”进入下一步。



## 第14步：定义类别

1

左侧是类别概览。选择您向可耐福提供的类别。点击箭头，即可显示子类别。

2

在右侧，您可选择主要类别。

3

选择类别后，点击“Continue”进入下一步。

The screenshot shows the 'Registration - Categories' page. At the top, there's a navigation bar with 'DATA', 'CONTACTS', 'CATEGORIES', and 'PROFILE'. The 'CATEGORIES' step is highlighted with a circled '3'. Below the navigation bar, there's a search bar labeled 'Search for category...'. The main content is split into two panels. The left panel, 'Categories Overview', has a circled '1' and shows a list of categories with expandable arrows. The 'Profiles' category is selected and expanded, showing sub-categories like 'Drywall metal profiles', 'Acoustic Ceiling Profiles for Suspended Ceilings (Steel)', etc. The right panel, 'Selected Categories', has a circled '2' and shows a dropdown menu for 'Choose Primary Category\*' with 'Profiles > Drywall metal profiles > CD Profiles' selected. Below this, there's a list of sub-categories under 'Profiles > Drywall metal profiles', including 'CD Profiles', 'UW Profiles', 'CW Profiles', 'UD Profiles', 'UA Profiles', and 'MW Profiles'. A 'Continue' button is highlighted with a circled '3' in the top right corner.

## 第15步：填写调查问卷

1

调查问卷包含三个或四个方面（取决于之前的类别选择）。请确保在切换到下一个选项卡之前保存更改。

2

填写完所有必填字段（标有红条）后，点击“Publish”，完成并提交自助注册。

1 2

Registration - Profile

Back Save Publish

DATA CONTACTS CATEGORIES PROFILE

General Business Certifications

Please fill ALL mandatory fields in ALL categories before clicking 'Publish'!  
Sections containing empty mandatory fields:

- General
- Certificates
- Business

Mandatory fields filling progress: 0%

Company Profile

Welcome to the next step of your company's self-registration in our supplier onboarding. Please fill out the fields below. Mandatory fields have a red mark and an asterisk \*

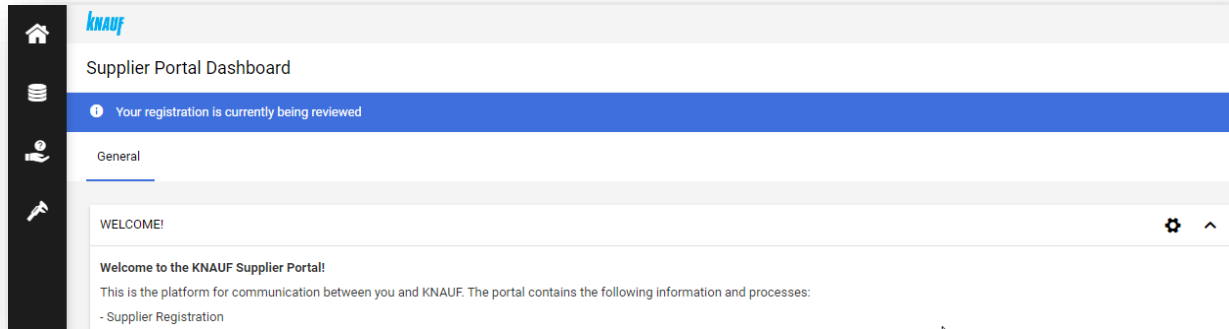
Focus of business activities: To which industrial sector is your company assigned?

## 第16步：自助注册确认

自助注册发布后，您的数据将被发送至可耐福进行确认。

如有任何与流程相关的疑问，请发送电子邮件至您已知的可耐福采购联系人（如果联系人不详，请发送电子邮件至 [supplier-portal@knauf.com](mailto:supplier-portal@knauf.com)）。

如有任何与系统相关的疑问，请联系 Jaggaer 客户支持部门 [www.jaggaer.com/support/](http://www.jaggaer.com/support/)



# 3

## 常见问题

# 错误信息

如果在登录或使用系统过程中或之后遇到任何形式的错误信息..

..请

- 关闭 Internet 浏览器
- 清除缓存
- 删除 cookie
- 尝试使用其他 Internet 浏览器

然后，使用此链接重新登录：<https://app11.jaggaer.com/portals/knauf/>

# 其他用户

一个用户帐户可供多人使用吗？


初始用户（完成供应商注册的用户）是管理员用户。可以更改管理员用户。

一个帐户可供多少人使用？

用户帐户数量不受限制。我们强烈建议创建更多用户帐户。

我们应该创建一个备份用户吗？

为此，请使用以下快捷方式。可在您的登录页面上查看：

 We kindly request that you create a backup user for your company's JAGGAER account. This additional user will be there in case the admin can't use the account anymore. [🔗](#)

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